



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Medical Assistant II (Full Time/Unclassified)

Physician Services Bureau

\$16.607 – \$22.696 per hour

DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Physician Services Bureau, is recruiting for a Medical Assistant II position. Under the direction of the HIV program supervisor, the Medical Assistant II provides assistance to licensed medical staff in the administration of diagnostic and therapeutic services necessary for the care and treatment of individuals with HIV, hepatitis and sexually transmitted infections. The position is located at the Main Health Department Headquarters, 2525 Grand Ave. in Long Beach, CA.



EXAMPLES OF DUTIES:

- Assists health care providers with procedures and exams, patient education, translation of health information, outreach, and linkage services.
- Orders supplies and maintains inventory, manages medical information, filing, and patient referrals.
- Follows required safety protocols including handling and disposal of sharps, use of personal protective equipment, exposure to blood-borne pathogens, and general safety procedures for employees and patients.
- Serves as clerical back-up, compiles and enters HIV statistical/patient data.
- Assists with HIV/STD Counseling & Testing and Partner Counseling and Referral Services as needed.
- Performs other duties as required.

QUALIFICATIONS:

- A High School diploma or equivalent.
- Valid LVN license and/or completion of accredited medical assistant program with valid California certificate as a Medical Assistant.
- Current CPR/AED Certification.
- Bilingual in English/Spanish or in English/Khmer skills are highly desirable.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Excellent oral and written communication skills.
- Ability to work independently, exercise sound judgment, be flexible and manage multiple assignments within a fast paced working environment.
- Excellent interpersonal skills and ability to interact with the general public, medical providers, and community partners.
- Ability to maintain confidentiality and knowledge of California HIPAA regulations.
- Comprehensive computer skills and data management, data entry, electronic health records, and use of internet.
- Strong organizational and time management skills.

APPLICATION PROCESS:

This recruitment is open until filled. To be considered, please email a letter of interest, resume and proof of license/certifications to the email address below. Please include "PPP Medical Asst. HE 15-057" in the email subject line.

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE15-057)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.